

CHAPTER III

PLATTING PROCEDURES

SECTION 1 - CONFERENCE

Before preparing and submitting the preliminary plat to the County Planning Board, the developer or his engineer may consult with the staff while the plat is in sketch form, to take into account the location of proposed arterial and collector streets (as per the County Road Plan), primary and secondary streets, and alleys (as per the County Subdivision Regulations), parkways, parks, school sites, and other facilities or developments that are planned. During the pre-application proceedings, the general features of the subdivision or development, its layout, facilities, and required improvements shall be determined to the extent necessary for preliminary approval of the plat, attachments, and application form. The Board may consider and approve preliminary and final plat in the same meeting in appropriate circumstances.

SECTION 2 - SKETCH PLAN

The developer may prepare a sketch plan of all the property which is proposed for subdivision and/or development. The sketch plan may be a free-hand drawing, superimposed on a site map or an aerial photograph which locates the following: (1) topography (available USGS interval or better), (2) existing water courses and flood plains, (3) existing tree cover, (4) existing adjoining development, (5) existing sanitary sewer systems, if any, (6) existing storm drainage, (7) street pattern proposed, (8) land use designations, present and proposed, (9) any additional information the developer feels may be pertinent.

SECTION 3 - HANDLING OF PLAT APPLICATIONS

Land Survey Requirement: The developer shall have prepared by a registered land surveyor a plat of the proposed land subdivision, and shall file with the Planning Board an application for approval of said plat in timely fashion prior to the meeting at which action is desired. Sufficient surveys shall be made to provide information required for preliminary approval of the plat.

Preliminary Approval: Upon receipt of the preliminary plat and application for approval, the service officer shall check for conformance to the requirements in Chapter IV, Plat Details and Attachments. When all requirements for applying have been met, copies of the plat will be provided to members of the Technical Advisory Committee (TAC) for review and recommendation to the Planning Board. The committee may be made up of representatives of the public point of view on public issues, as well as County officials, utilities, planners, etc. which would benefit the public interest and well-being. Preliminary approval in respect to plat requirements shall be given by the planning Board when the plat contains the information required for preliminary application. Upon preliminary approval, the developer may proceed to install all the improvements and for this purpose may secure from the appropriate authorities the necessary permits.

Final Approval: Upon approval of the preliminary plat, the developer may file with the Planning Board the final plat of the subdivision. The final plat may include all or part of the preliminary plat, and final approval with respect to plat requirements shall be given by the Planning Board when the plat contains the information required for final application and complies with the conditions, if any, of preliminary approval. Upon receipt of the final plat and application for approval, the service officer shall check for conformance to the requirements in Chapter IV,

Plat Details and Attachments. When all requirements for applying have been met, a stamped certificate for approving the plat by the Planning Board will be affixed to the plat (see section 38), and copies will be furnished to members of the TAC as required.

Notice to Cities and Towns: The applicant of a project within the existing planning boundary jurisdiction of any city or town must deliver appropriate plans to such city or town and as a prerequisite to appearing on the agenda of the Benton County Planning Board obtain from said city or town a letter signed by the appropriate officer of the city stating the city's position with regard to the project. Staff has the right but is not required to follow up for purposed of planning coordination with the city in whose planning boundary the proposed project is cited.

Approval or Rejection: Upon receipt of the recommendations of the staff and TAC, the Planning Board will vote to approve, or to approve with conditions, or to reject the plat. In the event of rejection, the Board shall note all deficiencies by item on the plat. One copy of the approved or rejected plat, with conditions noted thereon, shall be returned to the developer/owner address on the application, signed, and dated by the Board. The developer may submit a revised plat.

Where changes are required by the Board, all public and private agencies, as in the discretion of the Planning Board are affected, shall be advised. Approval of the plat shall be deemed only, and the County Court or other official having jurisdiction may modify improvement details in accord with their adopted rules as may be necessary for the protection of the public interest and well-being. The grounds for not approving any proposal or planned physical development, or the regulations violated by the plat or application, shall also be stated in the record of the meeting and kept open for public inspection according to statute.

Approval by Lapse of 60 Days: The action of the Board shall take place within sixty (60) days from and after the date the application is received by the Service Officer for plat approval, unless the developer agrees in writing to an extension of time; otherwise, said plat shall be deemed to have the approval of the Planning Board. In lieu of the written endorsement that should appear on the final plat, prior to filing for record, a certificate of said Planning Board as to the date of application and the failure to take action thereon within the allotted time shall be sufficient to permit the filing for record in the Courthouse.